

Central Intelligence Agency
Washington, D.C. 20505

29 October 1984

Executive Director

NOTE FOR: Dan Carlin
Assistant Director, PFIAB

FROM: Executive Assistant/Executive
Director

Here are the training materials
you requested following your briefing
at the Chamber of Commerce.

Attachments



STAT



B-204

For your information, the
sessions on W/African estimates
will be on

11/9 1030-1200

11/16 1500-1630

Speakers



STAT

SECRET

CAREER TRAINEE DEVELOPMENT COURSE



OFFICE OF TRAINING AND EDUCATION

SECRET



DEPARTMENT OF STATE

FOREIGN SERVICE INSTITUTE

SCHOOL OF PROFESSIONAL STUDIES

FOREIGN AFFAIRS SEMINAR

Thursday, October 11, 1984

The Seminar will begin at 8:45 a.m. in Room 1105 in Main State. Mrs. Katherine H. Peterson, Deputy Coordinator of the Foreign Service Orientation Division, will conduct the program which will discuss the Department's operations in Washington and overseas.

After lunch the class will return to Room 1105 for lectures on the Foreign Service personnel system and the functions of the country desk officer in the geographic bureaus. The program will conclude at 4:45 p.m.

Staff: Glenn A. Munro,
Coordinator;

Katherine H. Peterson,
Deputy Coordinator;

Anita McGillian
Program Assistant

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Day 16: Monday, 13 August 1984

Group: A & B (0830 - 1200)

0830 - 0900 Introduction and
Overview

[REDACTED]
DI Senior Analyst
on Assignment to OTE

25X1

0900 - 1000 Meeting with the DDI

DR. ROBERT GATES
Deputy Director
for Intelligence

Dr. Gates will discuss the organization of the DI, its role in the intelligence cycle and the challenges DI analysts face.

1010 - 1100 Role of a DI Regional
Office

[REDACTED]
Director, Office
of African and Latin
American Affairs, DI

25X1

The speaker will discuss the responsibilities of the regional offices, how they satisfy the needs of the consumer, and how they balance the competing demands of current intelligence and research. The speaker will also discuss how regional offices address the problem of interdisciplinary analysis.

1110 - 1200 Role of a DI Functional
Office

[REDACTED]
Deputy Director,
Office of Global
Issues, DI

25X1

The speaker will explain how OGI differs from regional production offices, discuss its principal areas of concentration, and identify its consumers.

1200 - 1300 Lunch

Group A

1300 - 1350 Evaluating Intelligence
Information

[REDACTED]

25X1

The speaker will review the various kinds of intelligence information received by DI analysts and discuss considerations taken into account when intelligence information is evaluated.

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[REDACTED]

25X1

Day 21: Monday, 20 August 1984 (Group A)

0830 - 1200 Introduction to International
Economics

OTE, DA

25X1

[] will discuss why international economics is an important area of interest for the Intelligence Community and describe CIA's role in the production of economic intelligence. He will also give an overview of current issues in international economics, define terms, and describe the function and inter-relationships of major organizations in the field.

25X1

1200 - 1300 Lunch

1300 - 1430 Introduction to International
Economics (continued)

1445 - 1600 Seminar on Readings and
Issues Relating to
International Economics

Office of East
Asian Analysis, DI

25X1

During this seminar the class will be divided into two groups for discussion of terms, concepts, and issues in international economics. The discussion will be based on the required readings and definitions in your handbook.

1600 - 1700 Readings and Preparation Time for Day 2
Panel Exercise

Assignment

By Day 2 you should be prepared to play the role of an economist in an exercise based on the 40 questions in your handbook. Study the questions, discuss them with your colleagues, and prepare appropriate answers.

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CAREER TRAINEE DEVELOPMENT COURSE

Wednesday, 5 September 1984
Room 902 CofC

Office of SIGINT Operations ILLEGIB

0830-0845	Security Briefing	[REDACTED]	[REDACTED] 25X1 Security 25X1
0845-0900	WELCOME - This is OSO	[REDACTED]	Director of SIGINT Operations
0900-1000	OSO's SIGINT Interrelationships within the Intelligence Community	[REDACTED]	25X1 Deputy Director of SIGINT Operations
1000-1015	Break		25X1
1015-1045	Videotape - "World of SIGINT"		
1045-1145	[REDACTED]	[REDACTED]	Deputy Chief, Special Collection Service 25X1
1145-1245	LUNCH		25X1
1245-1345	Special Technical Collection and Systems Acquisition	[REDACTED]	Chief, Technical Collection Group
1345-1400	Current Event of SIGINT Interest - Videotape - "Incident Response Team"		25X1
1400-1500	Operational SIGINT Collection	[REDACTED]	Chief, Operations Group
1500-1515	Break		25X1
1515-1615	[REDACTED] Collection Activities	[REDACTED]	25X1 Chief, Ground Systems Group

S E C R E T

Office of Training and Education

REPORTS TRAINING

10 - 14 September 1984

17 - 21 September 1984

Room 912

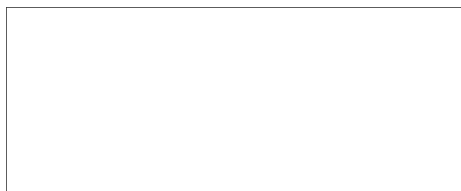
CHAMBER OF COMMERCE BUILDING

ALL STAFF AND STUDENTS HAVE SI/TK CLEARANCES

STAFF



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25X1

CONFIDENTIAL

OPERATIONAL RECORDS FOR CAREER TRAINEES

10-14 September 1984

Course Instructors:



25X1

Professional Development Branch, OTE

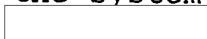

COURSE OBJECTIVES

Intelligence activities are conducted to collect information of value to the U.S. Government. This information is usually collected in small segments over a period of time. Therefore, it is necessary to possess an efficient, easy-to-use storage and retrieval system to maintain the information for subsequent recall.

The Directorate of Operations (DO) has a centralized records system used by all its operating elements. As intelligence officers, you will be required to provide input into this system.

Upon completion of this course, the student will be able to:

1. Identify the principal elements of the DO records system and how the system functions.

2. Retrieve  data, specifically, files and documents; collate and analyze the data; and write a draft  response to a field station.

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3. Cite responsibilities as a system user including the input, maintenance, and disposition of information in the DO records system.

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All Portions Unclassified
Except as Marked



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These schedule segments
previous CTDC. The
ongoing course
but will be v.

LINEE DEVELOPMENT COURSE

No. 13

Week 10

24 - September 1984

Room 902

Chamber of Commerce Building

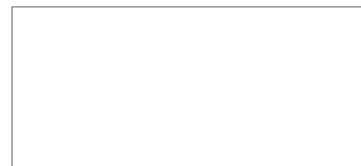
Office of Training and Education

Extension 2341

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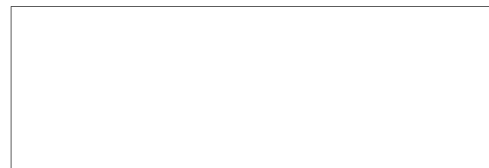


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Career Training Program

I. Introduction

The Executive Committee asked the DDA to propose a new Career Training Program that would meet the needs of all the Directorates. OTE formed an interdirectorate task force to work through the implications of an Agency-wide program and to make recommendations on the training aspects. The Executive Committee members have made comments on the task force's draft recommendations and these are reflected in the final report and the following recommendations (Attachments A - G). Also under consideration are Director of Personnel recommendations involving CTs that were not acted on at the last Executive Committee meeting on this subject.

II. PersonnelA. Sponsorship

There are four options for sponsorship of the Career Trainees (CTs):

1. Each CT is sponsored by one of the directorates at the outset of the training program, and assignment to an office component or area division follows completion of training.
2. The CT is sponsored at the outset by an office or area division.
3. A mixture of options 1 and 2.
4. Trainees are not pre-selected but enter as CIA CTs and are assigned to a directorate following the training program.

RECOMMENDATION:

Option 3, in which the CT is sponsored at the outset by a directorate but is assigned to an office component or area division either before or after training. It is also recommended that once a CT gains sponsorship, he or she be informed in writing of a one-year commitment to the sponsoring directorate following completion of the training program. This option gives directorates greater flexibility in assignments; a directorate can assess a CT's performance in the training courses and interim assignments and match performance against the needs of the service and the CT's preferences.

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